



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

(302) 739 - 3160
FAX (302) 739 - 4436

1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

September 19, 2006

MEMBERS PRESENT

Kenneth H. McMahon, Chairman
W. (Bill) Betts, Jr., Vice Chairman
Francis J. Dougherty
Marvin C. Sharp
Raymond T. Stevens
Bob Ricker

Mike Kernan, Director State Fire School
Willard F. Preston, State Fire Marshal
E. David Bailey, BLS Medical Director
Sherry Lambertson, Administrative Specialist

GUESTS

Grover P. Ingle, Assistant State Fire Marshal
Richard R. Ward, Assistant State Fire Marshal
Kenny Pyle, D.V.F.A.
James L. Cabbage, Jr., D.V.F.A.
Ross Megargel, D.O., O.E.M.S.
Matt Schumacher, Newark Fire Marshal Office

CALL TO ORDER

Chairman McMahon called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

REGULAR SESSION

APPROVAL OF AUGUST 15, 2006 COMMISSION MEETING MINUTES

It was moved by Commissioner Sharp, seconded by Vice Chairman Betts that the minutes of the August 15, 2006 Commission meeting be approved as amended. Motion carried unanimously.

CALL FOR ADDITIONAL AGENDA ITEMS

Chairman McMahon called for additional agenda items. No agenda items were added.

REPORT OF THE STATE FIRE MARSHAL

SERVICE AWARD

Fire Marshal Preston presented Dale Woody Magee with his 15-year service award. The commission thanked him for the years he has worked for the Fire Marshal Office.

REGULAR SESSION

Agency's Activity for the month of August is as follows: investigations 82– (criminal 35– /accidental 44– undetermined 3–); arrests 7–; inspections 689– (health care 5–/deputy 166/tech services –379 “QAP-509”); complaints-51; plan reviews 433–; PRUF revenue collected (August) \$298,528 year to date \$462,990; total overtime hours worked 80.0–; time off in hours (Deputies) 213.0 (vacation 70.5– /compensatory leave 37.5– /sick leave 105.5– /holiday 0.0– /compassionate 0.0)

Personnel Issues

Bob Borkowski will return to work this week.

Crystal Beach will return to work September 30, 2006 from her extended military leave.

Richard J. Perillo is in his second week of the police academy.

A posting for the Juvenile Intervention Specialist will be going out soon.

Alan Brown while at work heard a call that a subject collapsed. He was in the area and responded to the call. The victim was in cardiac arrest. Alan Brown has one of the few AED's offered by the state at the Fire Marshal's Office. He was the first one on scene, applied the AED and revived the 72- year old gentleman. Fire Marshal Preston commented that he was thankful for the extra mile that Alan went and this is typical of his staff.

INFORMATIONAL ITEMS

DFIRS Update

The DFIRS program reporting is not what it should be. Reporting has begun to slow down.

Hardwired Smoke Detectors

Fire Marshal Preston reported that the program has not gotten any better at this point. He is hoping that Bob Borkowski can interject more energy into the program.

False Fire Alarms

The false fire alarm program has seen some improvement.

Kent County Office Water Issue/Well Issue

The water issue in the Kent County office is back on the well and so far everything is good.

Tidewater Utilities

A meeting is scheduled with Tidewater Utilities, Governor's Office and State Fire Marshal on October 13, 2006. This meeting is concerning the seventy-one communities that are allegedly not in compliance with the State Fire Prevention Commission regulations. The Fire Marshal's Office received information from Tidewater Utilities two days ago for this meeting. It will be decided which of these communities fall within the provisions of the regulations.

Budget Request

Fire Marshal Preston reported on the budget request for his agency. They are asking for a Deputy Fire Marshal position for Kent/Sussex County. Other requests are vehicles, computers and equipment for the Deputy Fire Marshal's.

ACTION ITEMS

No report at this time.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

MISCELLANEOUS

No report at this time.

REPORT OF THE FIRE SCHOOL DIRECTOR

INFORMATIONAL ITEMS

Director/Staff Activity

The State Chief's Workshop was held at the Fire School on August 30th.

Director Kernan, Deputy Director Martin and Trng. Admin. Mike Lowe attended the opening at the Delaware Visitors Center of the "Fighting the Dragon" exhibit. It is outstanding and should be seen by all. The Fire School helped assemble the material that is being displayed and was recognized in the comments at the opening.

Deputy Director Martin attended the International Association of Fire Chief's conference in Dallas, Texas.

Several staff members have worked very hard on the DVFA conference. The DSFS staff worked on everything from scheduling H.O.T. Training, Committee Meetings, EMS Training, Working the Booth and Audiovisual Support. One of the obvious is the time and work that Craig Stephens and Mike Lowe put into the memorial service program. A lot of people contribute to this program and it is done professionally and well received. They went above and beyond.

Level 3 SERT

Director Kernan discussed the level 3 SERT that happened at the Reichold Chemical Plant in Cheswold, DE. A post incident analysis is scheduled for September 26, 2006. Several members of the staff were instrumental in helping to manage the incident. The Fire School became the Incident Command Post during the incident and functioned well.

Level 3 SERT cont.

Some additional steps are being taken at the school to make the school even more suitable should it need to be used as a Command Post in the future.

Maintenance Issues/Projects

Director Kernan invited the commission to visit the sprinkler prop and pad that has been finished on the drill grounds.

The computer kits have been upgraded and 5 old laptops will be given to the commissioner's for use. They are Windows 98 machines and no longer supported by the State. Thanks to Billy Baker for his hard work getting everything done.

The trailer building is under construction. The electrician is due in today and the concrete pad will be poured next week. It is moving along as planned.

The separator pit has been cleaned out and is ready for the training season.

Food Contract

The Business Enterprise Program has taken over the food vending machines at the Fire School. The new food contract will be in effect October 1, 2006.

Financial Update

The financial statement was included in the information furnished to the Commissioners. There is nothing out of the ordinary to report at this time.

In the budget process, the Fire School has requested to continue with the self-contained breathing apparatus replacement cycle, raise the salary for part-time instructors and instructor aides, one-time request for computer lab and a new full-time position. Under the Bond Bill the school has requested funding for concrete work on the flammable liquids pad and replacement of temporary rope rescue tower.

Upcoming Events

Jay Myers will be attending the EMS Conference in Las Vegas, NV.

Director Kernan will be attending the North American Fire Training Directors the first week in October in New York.

Upcoming Events cont.

Participating in the Kent County full-scale exercise on October 7, 2006.

DEMA is holding an Emergency Response to Terrorism – Operations class at the Fire School October 11 – 12, 2006.

Basic, Structural and Vehicle Rescue classes are coming up. We received 12 registrations for the upcoming Fire Officer I class.

Personnel Changes

Sandy Hypes last day of work at the Fire School is September 25, 2006. Two positions have been posted through State Personnel. The new position received through the budget process and the vacant position made by the EMS Training Administrator. Because the EMS Division is so busy, Director Kernan asked Jerry Brennan to assist with the workload. Jay will also be available for assistance. The commission asked if Jay has expressed an interest in the position? Director Kernan stated that he has not and would rather discuss that with them at another time.

FIRE MARSHAL/FIRE SCHOOL

No report at this time.

ACTION ITEM

Ambulance Inspections

At the State Chief's Meeting, a complaint was made about ambulance's being inspected by the Fire School at a hospital. Some felt this delays the commute back to their community. Some of those present requested that the Fire School call and schedule inspections at the firehouse. This would not be the only way an inspection would be done, but simply another avenue. Certainly if a complaint is received about a company an inspection can be made unannounced. Inspections will not be done solely by appointment. If needed other inspections will take place. Director Kernan requested that this request be granted. Commissioner Sharp and Dougherty disagree with this policy. Deputy Attorney General Hanley stated that ambulance inspections can be done anywhere at anytime.

Instructor Pay

Director Kernan asked that the commission support his giving the part-time instructors and the instructor aides a raise of \$2.00 per hour if funding is received from the state. The Director in the budget submission to the State has included the request. It was moved by Commissioner Sharp, seconded by Vice Chairman Betts to approve a \$2.00 per hour raise for the part-time instructors and instructor aides, if funding permits. Motion carried. Commissioner Ricker did not vote.

MISCELLANEOUS

Mike Lowe's Fire Safety activity report was furnished to the commissioners. Mike just ran a very successful Healthcare program at the school with 83 attendees.

Kim Robinson Risk Watch report was submitted to the commissioner's. Risk Watch is exceptionally busy with events at this time.

Thank You

Jim Cubbage, DVFA Executive Secretary thanked Director Kernan and the Fire School staff for all that they do to assist making the DVFA Conference week a success. This is an effort that takes a lot of time on behalf of the Fire School.

The school also assisted in putting together the "Fighting the Dragon" exhibit. Mr. Cubbage stated that it is a job well done and should be seen by everyone.

Mr. Cubbage stated that if the DVFA can assist getting a cell phone tower at the Fire School they will. It makes the school facility an ideal command post when needed.

Sandy Wilson-Hypes

The Commission thanked Sandy for her years of service at the Fire School. She was graciously thanked for the great job that she has done. The commission will miss her presence.

REGULAR SESSION

REPORT OF DEPUTY ATTORNEY GENERAL

No report at this time.

ACTION ITEM

BLS Medical Director

Dr. Bailey would like for the commission to spread the word that medical directors will attend company meetings upon request. The desire is that this will give an opportunity to discuss concerns, etc. This will open communication with companies and volunteers when a time may arrive for this need.

Mark I Kits that were submitted last year are nearing expiration. New Kits and replacement kits can be obtained through Dr. Bailey at the Office of EMS.

Dr. Bailey is urging fire companies to have a supply of N95 masks on hand for the flu season coming up.

Newark Fire Marshal

Fire Marshal Preston introduced Matt Schumacher, Newark Fire Marshal to the commission. FM Schumacher has come to Delaware from Texas, where he was also a Fire Marshal outside of Dallas. The commission welcomed him and feels he will be a great addition. The State Fire Marshal's Office looks forward to working with him.

It was moved by Commissioner Dougherty, seconded by Commissioner Stevens to enter into Executive Session for personnel issues. Motion carried unanimously. The Commission entered Executive Session at 9:46 a.m.

EXECUTIVE SESSION

It was moved by Vice Chairman Betts, seconded by Commissioner Sharp to go out of Executive Session. Motion carried unanimously. The Commission exited the executive Session at 9:52 a.m.

REGULAR SESSION

ACTION ITEM

Personnel

It was moved by Commissioner Sharp, seconded by Commissioner Stevens to promote Brenda Wyatt to the position of Office Manager in the Kent County Fire Marshal Office. Motion carried. Commissioner Dougherty recused himself from the vote.

Personnel cont.

It was moved by Commissioner Sharp, seconded by Commissioner Stevens to authorize Fire Marshal Preston to advertise for the anticipated vacant Administrative Specialist II position. Motion carried.

It was moved by Commissioner Ricker, seconded by Commissioner Sharp to send a letter to the medical directors letting them know the State Fire Prevention Commission is dissatisfied with the changes made in the BLS Protocols regarding Glucometer's being deleted from the Standing Orders at a late date without input from the Commission. Motion carried.

It was moved by Commissioner Ricker, seconded by Commissioner Dougherty to enter into Executive Session for personnel issues. Motion carried. The Commission entered Executive Session at 10:15 a.m.

EXECUTIVE SESSION

It was moved by Commissioner Dougherty, seconded by Vice Chairman Betts to go out of Executive Session. Motion carried. The Commission exited the executive Session at 11:19 a.m.

REGULAR SESSION

ACTION ITEM

Personnel

It was moved by Commissioner Ricker, seconded by Commissioner Sharp pursuant to Executive Session of September 19, 2006 the State Fire Prevention Commission suspends the policy of who reports to whom and gives Director Kernan the ability to restructure the chain of command for all of his employees. Motion carried.

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman Kenneth H. McMahon

Chairman McMahon reported that he attended the Monthly Fire Prevention Commission Meeting, Commission Executive Meetings, New Castle County Fire Chief's Meeting, M.I.S.C. Meeting, DEMSOC Meeting, Revolving Loan Meeting and State Fire Chief's Meeting.

Commissioner Marvin Sharp

Commissioner Sharp reported that he attended the Monthly Fire Prevention Commission Meeting, Commission Executive Meetings, Kent County Firemen's Association Meeting, VA. State Convention, EMS Review, State Chief's Meeting, DVFA Conference and Kent County EMS Review.

Commissioner Francis J. Dougherty

Commissioner Dougherty reported that he attended the Monthly Fire Prevention Commission Meeting, Brandywine Hundred Fire Company Meeting, New Castle Chief's Meeting, Fire Marshal Interviews in Dover and New Castle County Firemen's Association Meeting and Executive Meetings.

Vice Chairman Willard Betts, Jr.

Vice Chairman Betts reported that he attended the Monthly Fire Prevention Commission Meeting Commission Executive Meetings, Kent County Chief's Meeting, Kent County Ambulance Meeting and SERC Meeting.

Commissioner Bob Ricker

Commissioner Ricker reported that he attended the Monthly Fire Prevention Commission Meeting, Commission Executive Meetings, Georgetown Fire Department Board Meeting, Meeting with Chief Fensick and DVFA Conference.

SFPC Minutes
September 19, 2006
Page 11

DATE OF NEXT MEETING

October 17, 2006
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Sharp, seconded by Vice Chairman Betts that the meeting be adjourned. Motion carried. The meeting was adjourned at 11:21 a.m.

Respectfully submitted,

Sherry R. Lambertson
Administrative Specialist

sl/